

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

<b>CLASSIFICATION TITLE</b>	<b>OFFICE/BRANCH/SECTION</b>	
Associate Governmental Program Analyst	District 6/Administration/Facilities	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
Facilities Contract Manager	906-001-5393	

**As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.**

**GENERAL STATEMENT:**

Under the general direction of the Chief of Facilities, a Staff Services Manager I, the incumbent performs the duties of the Facilities Contract Manager in administering facilities contracts and monitoring the 084 Facilities Budget. This position performs the following tasks:

**TYPICAL DUTIES:**

Percentages

Essential (E)/ Marginal (M)<sup>1</sup>      Job Description

- |         |   |
|---------|---|
| 45% (E) | Responsible for organizing and managing contracts for Facilities for the purpose of ensuring services to the District Office, Tower and Manchester Facilities. Will implement and monitor contracts to prevent over-expenditures of allocated resources that could result in illegal obligation and/or expenditures. Works independently and is responsible for monitoring expenditures by analyzing invoices, cost proposals and reviewing task orders to ensure compliance with contract and state requirements, including labor compliance. Coordinates paperwork and submits invoices to the Facilities Procurement Officer for payment in a timely manner. |
| 30% (E) | Responsible for planning and coordinating the 084 Facilities Budget annually for the Office of Facilities. Will independently develop and monitor the facilities budget. Monitors a monthly report for materials/equipment purchases for the Facilities Budget expenditures. Submits recommendations on project funding to Headquarters Facilities annually. Makes Budget recommendations to management for future budget proposals. Audits budget for accounting purposes to ensure accuracy and completeness.   |
| 20%(E)  | Coordinates with Facilities staff and management on repair work orders and purchasing of building supplies and other needs.   |

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5% (M) Responsible for creating and maintaining the District 6 Disaster Recovery Plan and the Continuity of Operations/Continuity of Government Plan (COOP/COG). Will review and update on an annual basis.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have the ability to analyze and process data. Will analyze contract issues related to the three District 6 Caltrans Facilities; must have the ability to work independently as a technical expert, make recommendations to management, set priorities and meet strict deadlines; must possess great interpersonal skills and work cooperatively with staff of all levels and backgrounds; must possess strong communications skills both orally and in writing; must be able to analyze and interpret policies, directives, agreements and contracts.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for performing work in an accurate and timely manner by establishing priorities and exercising good judgment. Consequences of error or ability to perform in any aspect of the assigned responsibilities may have an adverse effect on the District's ability to ensure compliance with contracts and state and federal requirements.

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### PUBLIC AND INTERNAL CONTACTS

This position will have extensive contact with District employees of all levels, as well as, Headquarters staff and outside public organizations. Must be able to respond quickly and provide accurate information.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee must be able to deal with upset and temperamental co-workers and supervisors on a daily basis, act professionally and maintain composure when dealing with difficult people. Employee may be required to work after hours when applicable. Must be able to think logically and act immediately to contract inquiries from Headquarters.

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WORK ENVIRONMENT

Will generally work in a climate controlled office environment under artificial light, but will be required to spend some time outdoors, traveling to other satellite offices within the District. Employee will be required to be on site during building projects, in non-heated or air-conditioned work environments.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor (Print)

Supervisor (Signature)

Date